

Applying for Federal Financial Aid

Instructor Guide

Objectives

- Understand how to apply for federal student aid.
- Understand application output and how to make corrections.
- How to address special circumstances.

Materials

- PowerPoint Presentation
- Instructor's Guide
- 2016-2017 FAFSA on the Web Worksheet (FOTW)

Trainer Tips

- This instructor's guide is just that, a guide. If you feel more comfortable teaching from the PowerPoint slides or the FOTW Worksheet (when available), for example, feel free to do so. The FOTW Worksheet should be available in early October 2016.
- As you prepare for the session, anticipate which sections of the FOTW will generate the most questions, such as the student status section.
- Encourage discussion by asking the participants questions. Get an idea of their students' experience in applying for financial aid; such feedback will be valuable for future training efforts.
- If your workshop site has Internet access, consider using the FAFSA demo site to demonstrate how to complete FOTW. Test data for 2017–2018 will not be available until late September; check the website prior to the workshop. The site is at <http://fafsademotest.ed.gov>. The user name is eddemo and the password is fafsatest.

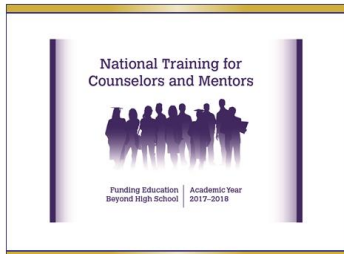
2017-2018 Free Application for Federal Student Aid (FAFSA) Changes

- Students can file the 2017–18 FAFSA as early as Oct. 1, 2016, rather than beginning on Jan. 1, 2017. The earlier submission date will be a permanent change, enabling students to complete and submit a FAFSA as early as October 1 every year..
- Beginning with the 2017–18 FAFSA, students will report income and tax information from an earlier tax year. For example, on the 2017–18 FAFSA, applicants—and their parents, as appropriate—will report 2015 income and tax information, rather than 2016 income and tax information.
- Medicaid recipients have now been added to the Means Tested Benefits question.
- There have also been some messaging enhancements regarding the tax year, marital status and FAFSA cycles.

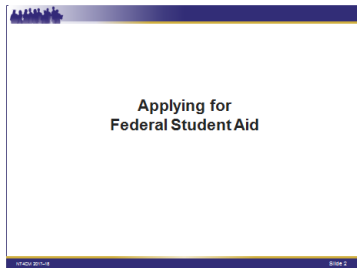
PowerPoint Outline

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Content

Applying for Federal Financial Aid

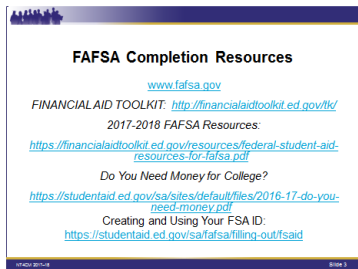
Today we are going to discuss:

- Preparing students and families to the FAFSA;
- The information applicants report on the FAFSA;
- Common errors;
- Processing FAFSA results; and
- Correcting FAFSA data.

Note to Instructor: Before presenting the following material, engage participants in a discussion of how they prepare students and families to complete the FAFSA. Possible strategies may include: having families gather needed documents and completing the FAFSA online. Let them know that approximately 99% of FAFSAs were filed either on-line or through another electronic process (such as through the school) for the 2016–2017 year. Let them know that a much higher percentage of filers will be able to use the Data Retrieval tool due to using 2015 tax information.

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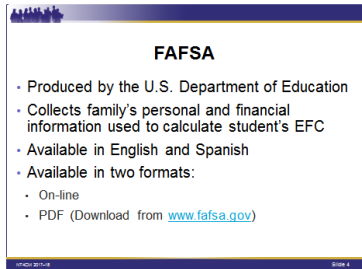
FAFSA Completion Resources

Resources for completing the FAFSA:

- www.fafsa.gov
- <http://financialaidtoolkit.ed.gov/tk/> - FSA Financial Aid Toolkit-New resource that provides FAFSA resources for training and students/families
- *Completing the FAFSA*; No web resource available at Module Production Time
- 2017-2018 FAFSA Resources
 - Contains a vast array of resources for students and families regarding the significant processing changes for the 2017-2018 FAFSA
- *Do You Need Money for College?*;
 - 2016-2017 (Version Available at Module Production Time)
 - Available in Spanish.
- Creating and Using the FSA ID
 - The new process that started last year was challenging for many students and especially parents. This link contains a variety of resources to use with students/parents to help them establish the FSA ID prior to FAFSA submission.

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FAFSA

The FAFSA is:

- Produced by the U.S. Department of Education;
- Collects personal and financial data to calculate the EFC and to determine if the student meets certain eligibility criteria;
- Used by states and many colleges to determine eligibility for their financial aid programs;
- Available in English and Spanish; and
- Available in two formats:
 - On-line, which is known as FAFSA on the Web, or FOTW.
 - PDF,
 - You can print the PDF if you want the FAFSA in paper format.

The PDF FAFSA:

- Will be available on Federal Student Aid (FSA) website; and
- Cannot be submitted before October 1, 2016.

The on-line FAFSA :

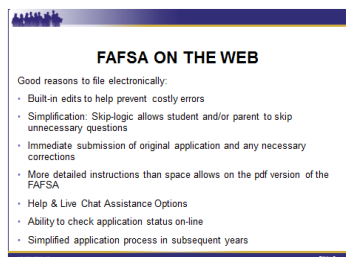
- Will be available October 1, 2016.

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FOTW

- Easier, faster, and less error prone;
- No software required; and
- Only requires a computer with an Internet connection.

FOTW Worksheet:

- Optional “pre-application” guide;
- Available early ;
- Can complete before submitting FAFSA; and
- Provides applicants guidance to collect information needed to complete FAFSA.

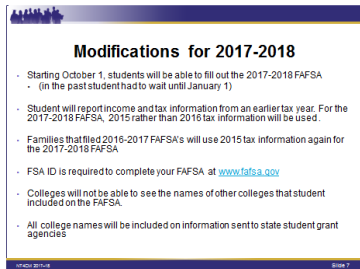
FOTW

Good reasons to use *FAFSA on the Web*:

- Built-in edits to help prevent potentially costly errors;
- “Skip-logic” allows students to skip questions which are unnecessary based on their answers to previous questions;
- Immediate submission of application data and of any corrections that might need to be made later;
- More detailed instructions than space allows on the paper FAFSA;
- Live help via chat with a customer service representative;
- The ability to check processing status; and
- A simplified application process for filing the FAFSA in subsequent years.

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Modifications for 2017-2018

- Starting October 1, students will be able to fill out the 2017-2018 FAFSA. In the past students had to wait until January 1st. In addition, applicants will no longer need to estimate income and tax information and will be able to retrieve their data directly from the IRS, right from the first day the FAFSA is available. Students also will have information about their Expected Family Contributions earlier, helping them as they're going through the college application and selection process
- Students will report income and tax information for an earlier tax year. For the 2017-2018 FAFSA, 2015 rather than 2016 tax information will be used
- Families that filed 2016-2017 FAFSA info will use 2015 tax information again for the 2017-018 FAFSA.
- This change will make the FAFSA easier because you will already have done your taxes by the time your child fills out the FAFSA, and you may be able to automatically import your tax information into your child's FAFSA. (If your child files his or her own taxes, then your child may be able to import his or her tax information too.)
- Colleges will continue to not be able to see the names of the other colleges that the student included on the FAFSA.
- State agencies will continue to receive all the names of colleges listed on the FAFSA in random order

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2017–18 FAFSA Changes

CHANGES TO THE FAFSA PROCESS FOR 2017–18

FAFSA is a federal form that provides information about your financial situation to help determine your eligibility for federal student aid. It is used by the U.S. Department of Education to determine your eligibility for federal student aid. The FAFSA is a federal form that provides information about your financial situation to help determine your eligibility for federal student aid. It is used by the U.S. Department of Education to determine your eligibility for federal student aid.

For additional information, visit <https://studentaid.gov>. For more information, visit <https://studentaid.gov>. For more information, visit <https://studentaid.gov>.

IF YOU PLAN TO ATTEND COLLEGE FROM	YOU WILL SUBMIT YOUR FAFSA	YOU CAN SUBMIT THE FAFSA FROM	USING INCOME AND TAX INFORMATION FROM
Fall 1, 2019-June 30, 2019	2019-18	January 1, 2019-June 30, 2019	2018
Fall 1, 2019-June 30, 2017	2019-17	January 1, 2019-June 30, 2017	2015
Fall 1, 2019-June 30, 2019	2017-18	January 1, 2019-June 30, 2019	2018
Fall 1, 2019-June 30, 2019	2019-18	January 1, 2019-June 30, 2019	2018

FederalStudentAid StudentAid.gov/fafsa

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Modifications for 2017-2018

- Enhanced messaging regarding the following:
 - Which FAFSA cycle to choose
 - Which tax year data to choose
 - How to report tax information if your marital status has changed
 - How to answer student financial questions when the student's marital status has changed after 2015
- Medicaid recipients added to Means-Tested Benefits question
- Demographic and Asset Questions will be answered with current "at the time of completing the form" responses versus estimated information
- Unaccompanied Homeless Student questions/ language clarified
- IRS Data Retrieval tool available immediately due to use of 2015 tax year information

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2017–18 FAFSA Changes Graphic

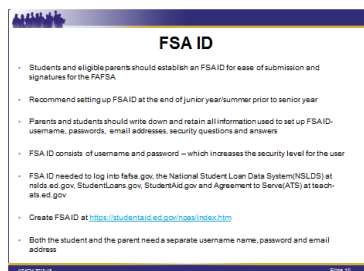
- <https://studentaid.ed.gov/sa/sites/default/files/2017-18-fafsa-process-changes.png>

Modifications for 2017-2018

- Medicaid recipients will now be added to the Means Tested Benefits question.
- While taxed and untaxed income questions will be asked for the earlier 2015 tax year, demographic and asset questions will be answered with current "at the time of completing the form" responses.
- There will be clarified language for the Unaccompanied Homeless Youth questions
- FAFSA filers eligible to use IRS Data Retrieval tool will have it available as of October 1st to transfer their tax information.

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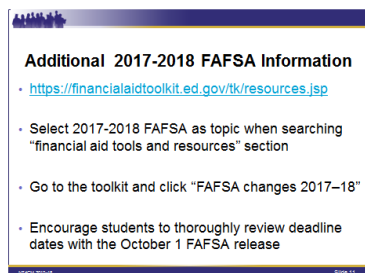
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FSA ID

- Student and eligible parents should establish an FSA ID for ease of submission and signatures for the FAFSA
- We recommend you advise juniors and their parents to set up the FSA ID at the end of the junior year or over the summer preceding the senior year.
- Parents and students should be encouraged to write down and securely retain all the information they use to set up the FSA ID such as username, passwords, email addresses, security questions and answers. This record keeping will be helpful in cases where retrieving the FSA ID is necessary.
- FSA ID consists of username and password – which increases the security level for the user
- FSA ID needed to log into fafsa.gov, the National Student Loan Data System(NSLDS) at nslds.ed.gov, StudentLoans.gov, StudentAid.gov and Agreement to Serve(ATS) at teach-ats.ed.gov
- Create FSA ID at **<https://fsaid.ed.gov>**
- Students and parents need individual FSA ID usernames and email addresses.

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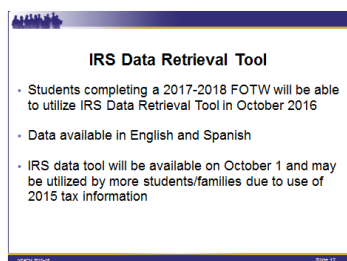
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Additional 2017-2018 FAFSA Information

- <https://financialaidtoolkit.ed.gov/tk/resources.jsp>
- Select 2017-2018 FAFSA as topic when searching "financial aid tools and resources" section
- Go to the toolkit and click "FAFSA changes 2017–18"
- Encourage students to thoroughly review deadline dates with the October 1 FAFSA release

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IRS Data Retrieval Tool

- Students completing a 2017-2018 FOTW will be able to utilize IRS Data Retrieval Tool in October 2016
- Data available in English and Spanish
- IRS data tool will be available on October 1 and may be utilized by more students/families due to use of 2015 tax information

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Additional 2017-2018 FAFSA Information

- The Financial Aid Toolkit has a vast array of resources:
<https://financialaidtoolkit.ed.gov/tk/resources.jsp>
- Go to the Toolkit and select 2017-2018 FAFSA as the topic to bring up a menu of resources.
- Go to the toolkit and click "FAFSA Changes 2017–18"
- Encourage students to become familiar with earlier FAFSA priority deadlines for colleges as a result of the FAFSA opening in October.

IRS Data Retrieval Tool

Applicants can request their income tax data directly from IRS and import into FOTW;

- Voluntary;
- Students completing a 2017–2018 FAFSA will be able to utilize IRS data retrieval beginning October 2016;
- There is an anticipated much higher utilization rate for the Retrieval Tool due to the use of 2015 tax information.

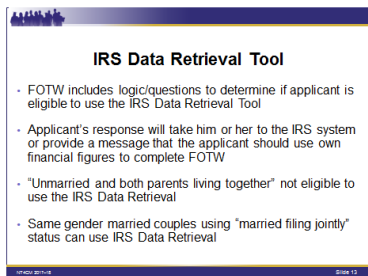
Note to Instructor: *The IRS Data Retrieval Tool should be able to be used by all students/parents who fit the eligible tax filing statuses. There should no longer be students/parents filing with estimated information.*

IRS Data Retrieval Tool

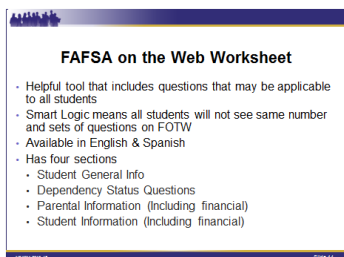
- FOTW includes logic/questions to determine if applicant is eligible to use the IRS Data Retrieval Tool
- Applicant's response will take him or her to the IRS system or provide a message that the applicant should use own financial figures to complete FOTW
- "Unmarried and both parents living together" not eligible to use the IRS Data Retrieval tool
- Same gender married couples using "married filing jointly" status can use IRS Data Retrieval

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IRS Data Retrieval Tool

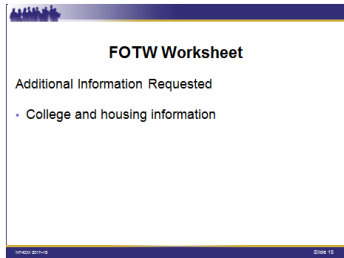
- FOTW includes logic/questions to determine if applicant is eligible to use the IRS Data Retrieval Tool
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FAFSA on the Web Worksheet

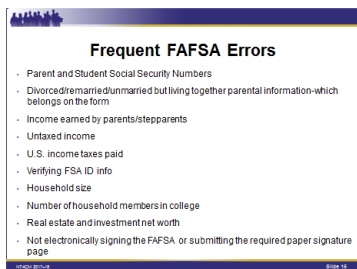
- Helpful tool that includes questions that may be applicable to all students
- Smart Logic means all students will not see same number and sets of questions on FOTW
- Available in English & Spanish
- Has four sections
 - Student General Info
 - Dependency Status Questions
 - Parental Information(Including financial)
 - Student Information (Including financial)

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FAFSA on the Web Worksheet

- Additional Information Requested
 - College and housing information
- A few additional screens will appear for students to supply necessary information for processing the form related to their college and housing choices.
 - List up to 10 colleges to receive FAFSA information.
 - Provide Federal School Code and housing plans.

On-line search for school codes.

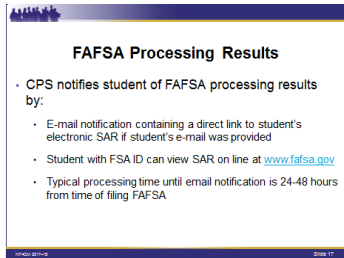
Colleges will not be able see the names of other colleges listed by student.

Frequent FAFSA Errors

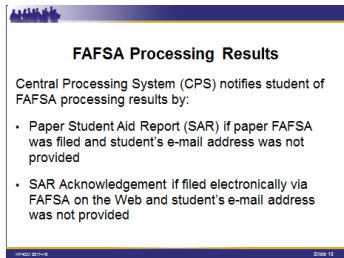
- Parent and Student Social Security Numbers
- Divorced/remarried/unmarried but living together parental information-which belongs on the form
- Income earned by parents/stepparents
- Untaxed income
- U.S. income taxes paid
- Household size
- Number of household members in college
- Real estate and investment net worth
- Not electronically signing the FAFSA or submitting the required paper signature page

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FAFSA Processing Results

- CPS notifies student of FAFSA processing results by:
 - E-mail notification containing a direct link to student's electronic SAR if student's e-mail was provided
 - Student with FSA ID can view SAR on line at www.fafsa.gov
 - Typical processing time until email notification is 24-48 hours from time of filing FAFSA

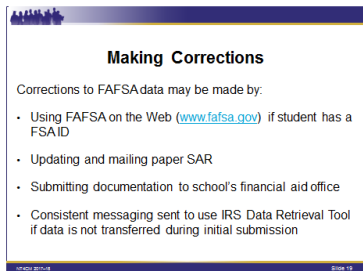
FAFSA Processing Results

Central Processing System (CPS) notifies student of FAFSA processing results by:

- Paper Student Aid Report (SAR) if paper FAFSA was filed and student's e-mail address was not provided
- SAR Acknowledgement if filed electronically via FAFSA on the Web and student's e-mail address was not provided

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Making Corrections

Students should:

- Review SAR for accuracy; and
- Pay close attention to estimated income information.

Students may submit corrections:

- **FAFSA on the Web:**
 - Must have an FSA ID.
 - Parents of dependent students must sign, using either an FSA ID or signature page.
- **Paper SAR:**
 - Submit corrections directly on paper SAR.
 - Student must sign SAR.
 - ◆ One parent must sign if student is dependent.
 - Mail to address on SAR.
 - Cannot submit corrections on SAR Acknowledgement.

The School's Financial Aid Office:

- School may be able to submit corrections electronically.
- School will need signed documentation of changes.

When the CPS receives corrections:

- Recalculates EFC; and
- Notifies student of processing results.

Students should:

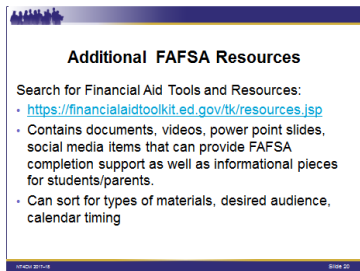
- Review updated information for accuracy; and
- Keep copies of their FAFSA and any other forms.

The CPS forwards FAFSA data to:

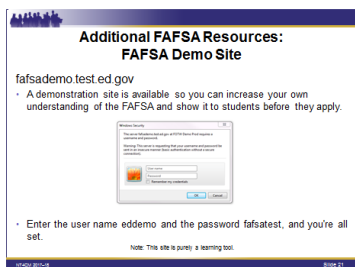
- Schools student listed on the FAFSA; and
- State agency.

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Additional FAFSA Resources

- <http://financialaidtoolkit.ed.gov/tk/>
- Contains documents, videos, power point slides, social media items that can provide FAFSA completion support as well as informational pieces for students/parents.
- Can sort for types of materials, desired audience, calendar timing

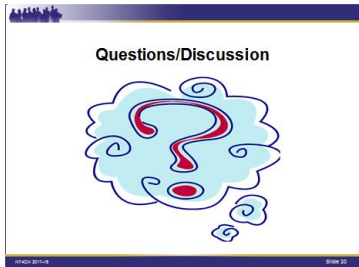
FAFSA Demo Site

- A demonstration site is available so you can increase your own understanding of the FAFSA and show it to students before they apply. At the demo site, you can complete a sample FAFSA, make corrections, or check the status of the application. However, when you choose "submit," the information is not actually submitted. The site is purely a learning tool.
- Access the FAFSA demo site, enter the user name eddemo and the password fafsatest, and you're all set. The site displays both the English and Spanish versions of the online FAFSA. The demo site is updated in September each year to show the upcoming year's FAFSA.

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NT4CM 2017–18

